

# REQUEST FOR INFORMATION FROM THE VERMONT CHILD ABUSE & NEGLECT REGISTRY

## Instructions:

All sections must be completed and signed by both parties. Please print clearly.

## Section I: Employer Requesting a Child Abuse/Neglect Registry Check.

Employer's Name \_\_\_\_\_

Employer's Mailing Address \_\_\_\_\_

Employer's Area Code & Phone Number \_\_\_\_\_

Employer's Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Section II: Employee, Volunteer, Grantee, or Contractor.

Full Name & Middle Initial \_\_\_\_\_

Gender \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Other Names used, including Maiden Names \_\_\_\_\_

\_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Job Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section III: Authorization of Employee, Volunteer, Grantee, or Contractor.

I hereby authorize the Department for Children and Families to disclose whether I have a Child Abuse and Neglect Registry record to the above-named employer and, if so, the details of that record.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Section IV: Certification by Employer.

I hereby request information from the Vermont Child Abuse and Neglect Registry, which is maintained by the Department for Children and Families. I certify that I employ or contract with one or more individual who provides care, custody, treatment, transportation, or supervision of children or vulnerable adults—on either a paid or volunteer basis. I either currently employ the individual listed above or have made a conditional offer to the individual. I will only use the requested information to determine whether to hire or retain the individual to provide care, custody, treatment, transportation, or supervision of children or vulnerable adults.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Section V: For Office Use Only:

This form was submitted incomplete and returned to the employer on \_\_\_\_\_.  
Please see attached sheet for explanation.

Results of registry check as of \_\_\_\_\_:

☐ Employee's name not found in the registry      Initials: \_\_\_\_\_

☐ Employee's name found in the registry

Substantiation Date(s) \_\_\_\_\_

Nature of Substantiation(s) \_\_\_\_\_

\_\_\_\_\_

Initials: \_\_\_\_\_

Approved: \_\_\_\_\_



DEPARTMENT FOR CHILDREN AND FAMILIES

Child Abuse Registry Unit

103 S. Main Street, Waterbury, Vermont 05671-2401

(802) 241-2131

**Note: if you are a regulated childcare provider in Vermont, this process does not apply to you. Please contact the Child Development Division at (802) 241-3110 for more information.**